

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date August 21, 1979		Office of Administrative Services Child Support Recovery Unit Locate 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308		Application Number 79-164	
Application Number DHR-36				Date Received AUG 24 1979	
				Date Completed SEP 19 1979	
2. Person to Contact Spencer Lawton		Working Title Locate Officer		Telephone Number 894-4833	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-496-A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 1979		5. Records Series Title (Followed by title used in office, if different) Child Support Absent Parent *AFDC Locator Files			
Latest to present					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services is responsible for providing administrative support to the Department. This includes: General Support Services; Data Processing and Management Information Systems; Personnel Services; Grants Development and Management; Contracts Management; and Child Support Recovery. The Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, has the responsibility to locate deserting parents; to secure commitment of child support from such parents; to collect and disburse child support payments; and to enforce the support obligation of the absent parent.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: locating deserting parent(s) of children who are receiving public assistance. Included are: two-part form 5721 (Child Support Referral and Absent Parent Information) (received from counties -- request to locate absent parent(s) of child(ren) receiving public assistance) which shows: identification of recipient(s) - name, address, phone; as much as is known as to absent parent case information; location information on absent parent; absent parent address(es); absent parent employer(s); legal actions against absent parent for child support. As applicable, various computer-generated letters of inquiry to locate the absent parent (military, Department of Corrections/Offender Rehabilitation, postmaster, employers, Social Security, other states, unemployment/CETA, Georgia Department of Labor, Public Safety Department, Federal Parent Locator Service) and responses to these letters. The file is arranged : daily as received (form 5721 - from counties)					
8. Monthly Reference Rate * How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? frequent reference to computer for locating absent parent -- until parent is located, or all means exhausted.					
9. Annual Rate of Accumulation or Records no accumulation - destroyed after 6 months Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. names of children receiving public assistance and their parents
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. anticipate computerized summary report at some future time
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of Limitation | _____ years. | e. Administrative need | 6 months xxxxx years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Child Support Recovery Unit

Located Parent File
(form 5721 and all other
(applicable papers))

Cut off file at end of each 6 months;
then destroy.

These instructions apply to all prior and future accumulations of the series.

Child Support Recovery Unit

Unlocated Parent File

Upon determination that absent
parent cannot be located, return
form 5721 to county from which
received.

County Offices

Upon receipt of returned form 5721
(which inactivates particular case),
follow appropriate procedures as out-
lined in the Department of Family and
Children Services Handbook.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Tracy Teal	8-17-79	Elizabeth W. Crank	8/13/79
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee			9-13-79
Secretary of State/Designee			9-11-79
Attorney General/Designee			9-14-79

Recommendations in paragraph
12 are approved.
(If disapproved, attach letter
of explanation.)